

SAC MINUTES

TO: Simplified Acquisition Committee Members

FROM: Director, Division of Acquisition Programs,
Office of Logistics and Acquisition Operations (OLAO)

SUBJECT: SAC Meeting Minutes, February 2, 2005

Attendees:

Robert Christopher, OD/OLAO/DAP
Inez Demery, NICHD
Beverly Doukwah, OD/OLAO/DAP
John Foley, NIAID
Beverly Hall, NIEHS (teleconference)
Patricia Haun, NIDDK
Debra Hawkins, NHLBI
Carol Hayden, OD/OLAO/DSSA
Mary Junious, NIAMS
Sue Kaminski, OD/OLAO/DAP
Jim Marx, OD
Charles McLaughlin, NINDS

Teresa Newman, NIGMS
Cynthia Nicholson, NIMH
Annette Owens-Scarboro, OD/OAMP
Dorann Penney, OD
Pam Robbins, NCI
Annette Romanesk, OD/OLAO/DAP
David Schneider, NHLBI
Renita Smith, NCI
Cole Stathes, OD/OLAO/DAP
Laurie Weker, OD/OLAO/DAP
Lesley Williams, NIDA

The minutes from the October meeting were approved as submitted.

Laurie introduced Robert Christopher as the new Acquisition Services and Review Branch Chief, Division of Acquisition Programs, OLAO.

Annette Owens-Scarboro discussed small business initiatives.

- She indicated there is no change to the NIH small business program, though she now reports directly to Debbie Ridgely at HHS/OS. Annette currently has a contractor working with her and will be advertising for two 9/11/12 positions. If she is not available, you can contact Joe Bowe, NCI, for help.
- NIH did not meet its FY04 small business goal of 30%, getting only to 24.7%. The FY05 goal is 30%.
- Specialists are to send 8a requirements and JOFOCs to SBA, and need to be more conscientious when documenting files. When a large business has been selected, documentation is required in the file as to why a small business wasn't selected. SBA's processing time is 5 days.

Jim Marx and Dorann Penney discussed the NBS status.

- Once the NBS deploys, every open document/order in the ADB will be converted to the NBS. A notification will be sent out to all purchasing staff asking that open orders be closed-out.

- Role mapping must occur prior to system deployment. Purchasing agents, ordering officials, cardholders, etc. will be identified (current role) for input into the system.
- Acceptance teams have begun testing the various modules. Training will occur in the few months prior to system deployment.

The 2005 Simplified Acquisition Symposium will be held on April 13-14 at the 4H Center, 7100 Connecticut Avenue, Chevy Chase. The theme is "New Horizons in Acquisitions". On-line registration will begin within a week.

Laurie addressed several NIH/HHS Acquisition Initiatives:

1. AIM (Acquisition Integration and Modernization) - Proposals for laboratory supplies, staffing services and event planning are in the process of being evaluated for award as HHS BPAs.
2. ARAC (Administrative Restructuring Advisory Committee) - CC, NIAID, NIEHS and ORF (construction contracting), because of their unique functions, will be special service COACs. NIDDK/NICHD and NIDA/NIMH/NINDS will each be combining to form a new COAC.. A COAC must provide full service: R&D and station support contract services, as well as simplified acquisitions. Each IC will have to use one COAC for all of its acquisition activity. NIH's new acquisition organization, encompassing the COACs, is expected to occur in mid-August so that NBS will be able to role map to the new structure.
4. Green Purchasing - The on-line training system is now functional. DELPRO Approving Officials, purchase cardholders and card approving officials who are applying for Level I certification must complete a three hour on-line course in Green Purchasing training and print out a certificate which must be included in their Level I package. They must also submit a new form in their Level I package. A copy of the form can be found at [http://oamp.od.nih.gov/acp/What to submit.htm](http://oamp.od.nih.gov/acp/What_to_submit.htm).

The next meeting is scheduled for **Wednesday, July 20, 2005**, at 9:30 a.m. in Building 6001, Room A1/A2.